



## TOWN OF WEST HARTFORD

Administration and Technology Committee  
Town Hall, 50 South Main Street, Room 312  
January 22, 2018  
8:00 AM

### **Attendance**

Liam Sweeney (Chair)  
Chris Barnes  
Shari Cantor (by phone)  
Beth Kerrigan  
Ben Wenograd  
Chris Williams

### **Staff**

Matt Hart, Town Manager (by phone)  
Jared Morin, Director of Information Technology  
Robert Palmer, Director of Plant and Facilities Services

### **Members of the Public**

#### **1. Call to Order**

Chair Liam Sweeney called the meeting to order at 8:00am. There were brief introductions.

#### **2. Staff Reports**

- a. *Information Technology*-Mr. Morin provided this update to the committee. He highlighted the department's projects and goals for the current year and statistics from the prior year. The department continues to digitalize paper and has converted a number of pages to date. A committee to build paperless agendas is being created. The low cost solution to update the surveillance cameras begins this week, as cameras have not worked in years. There will be network security penetration testing completed in March by Trustwave (estimated cost of \$4,000).

He also discussed the municipal fiber map. The Town owns several abandoned portions of the old Gemini network and is considering how to surplus. There is interest to use abandoned portions of the infrastructure and Corporation Counsel is working on the legal aspect of selling surplus. The system is currently on poles the Town does not own or maintain pole rights.

- b. *Plant and Facilities*- Mr. Palmer provided this update to the committee. The department is doing well. Town and school buildings performed well during the recent cold snap with no major issues as preventative measures were in place. He highlighted recently completed and current capital projects for the Town including the relocation of the emergency response center at the Police Department, remodeling at Cornerstone, flooring replacement at Elmwood Center, and cooperative work on the implementation of video surveillance. On the Board of Education, recently completed and current projects include flooring replacement and painting at Braeburn, turf replacement at Conrad, relocation of Sedgwick's main office, and Hall Science Lab design work which will be going out to bid shortly.

He discussed the department's budget. Budget estimates are accurate for FY17. There will be an increase over the next few years for natural gas and electricity and the department needs to focus on conservation efforts. There are initiatives underway in the area of conservation and sustainability and the Town is pursuing SustainableCT certification with other communities and board of education departments.

### **3. Adjournment**

With no further business to discuss, the meeting adjourned at 8:45 AM.